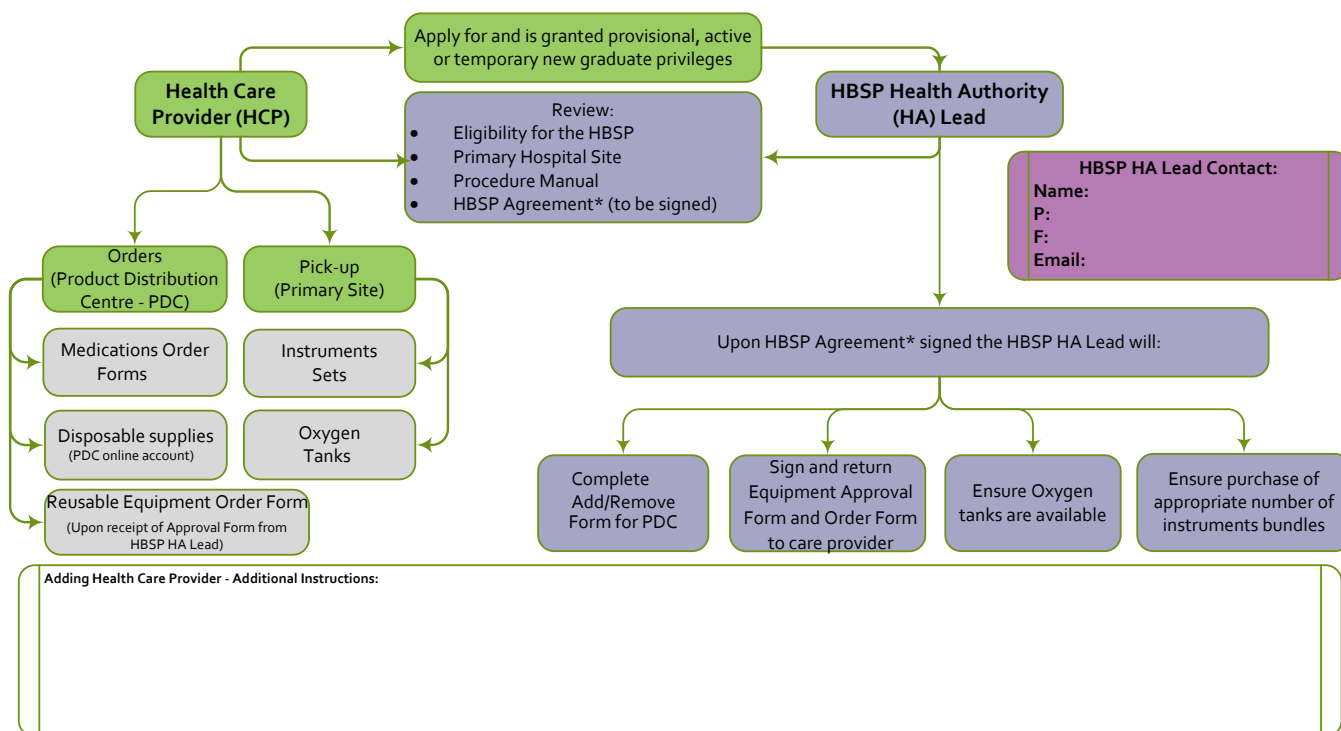


Home Birth Supplies Program (HBSP) Procedure for Adding Care Providers

All maternity care providers with provisional and active privileges in a BC health authority who offer home birth services can register with the HBSP. Providers with locum and temporary privileges (with the exception of those using temporary new graduate privileges where such privileges exist) are NOT able to have an account with the HSBP and are required to use the reusable equipment of the host care provider. Locums may order disposable supplies and medications under their host care provider.



Home Birth Supplies Program (HBSP) Adding Health Care Provider



Adding Health Care Provider - Additional Instructions:

* Previously called Policy Statement

1. Notification of Eligibility for HBSP

Each hospital's credentialing office will provide newly privileged Care Providers eligible for the HBSP with a letter stating their eligibility, information on enrollment, and contact information of the HBSP Health Authority Leads. If a Care Provider does not receive this information upon credentialing, they will contact the HBSP Health Authority Lead associated with their Primary Hospital site directly.

Appendix A: [Home Birth Supplies Program Contact Information](#)

Appendix M: [Introduction to HBSP Letter for Care Provider](#)

2. HBSP Policy and Agreement Documents

All Care Providers in British Columbia initially joining the HBSP or moving to a new Primary Hospital Site are required to review the HBSP Policy, where such a policy is in place, and to have reviewed and submitted a signed [HBSP Agreement](#) - Previously Policy Statement (Appendix N) document to the HBSP HA or Site Lead associated with their Primary Hospital Site. The [Procedure Manual](#) (previously called the Overview Document) provides procedural information.

3. Care Provider Access to Instrument Bundles and Oxygen Tanks

The HBSP HA or Site Lead will advise the Care Provider as to the process for picking up and dropping off instrument bundles and oxygen tanks.

Usage and subsequent reprocessing of the Hospital Instrument Sets provided by the Primary Hospital Sites is strongly encouraged. Only in rare and exceptional circumstances should a Care Provider not use the [Hospital Instrument Sets](#) (Appendix I) and the subsequent reprocessing services. Care Providers who do not wish to use the hospital instrument sets, must ensure compliance with relevant [College policies on infection prevention and control](#), and speak with the HBSP HA or Site Lead for their Primary Hospital Site. Care providers declining use of hospital instrument sets should sign a [hospital instrument set waiver](#) (Appendix I).

4. Creating a New PDC Account

Once the HBSP Agreement has been signed by the Care Provider and the HBSP HA or Site Lead, the HBSP HA or Site Lead will complete and submit the [Add/Remove Care Provider form](#) to the Product Distribution Centre (PDC) by fax/e-mail. The Care Provider's primary hospital site is used to determine the cost center associated with the account. If a Care Provider changes primary sites within a health authority, they must notify the HBSP HA or Site Lead of the change who will re-submit this form to the PDC by fax/e-mail.

5. Submitting Home Birth Records

It is the responsibility of the Care Provider to ensure that all home birth records are submitted as per policy. BC College of Nurses and Midwives [Policy on Midwifery Data Submission](#)

Appendix J: [HBSP Records Submission FAQ](#) (This FAQ document includes contact information for each health authority related to records submission and the Cover Letter to be used with record submission).